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**SECTION:** Food Delivery System

**SUBJECT:** Food Instrument Receipt and Distribution

**ITEM:** Single/Double/Triple Food Instrument Issuance

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## Policy

The Local Agency (LA) shall implement this Food Instrument (FI) issuance policy for all participant categories in order to meet the participant's educational and follow-up needs. The issuance procedure shall not provide benefits in excess of each participant's total food entitlement within the certification period. Participants may receive a maximum of three months of FIs at one time.

## Required Procedures

- I. The LA shall single issue FIs to:
  - A. Participants requiring an additional appointment to complete a two-step orientation;
  - B. Participants who do not bring income and/or address documentation to a certification appointment. Refer to WIC Program Manual (WPM) 210-03, 210-04, 210-05 and 210-06 for more information;
  - C. Newborn infants under eight weeks of age not exclusively breastfeeding who have yet to satisfy the presence at certification requirement. After being single issued once, these infants shall be present at the next appointment by eight weeks of age to complete their enrollment and issue further FIs. Refer to WPM 210-07 for more information, and
  - D. Participants who are missing required hematocrit/hemoglobin test results at their first certification/enrollment appointment, or when bloodwork has expired.
- II. LA shall not exceed double issuance of FIs to participants with a Nutritionist "N" code in the *Follow-up Education* field on the *ISIS Summary* screen when the Nutritionist is not available at that appointment.
- III. The LA may triple issue FIs in situations not listed above under single or double issuance procedures if this does not prevent the ability to:
  - A. Meet the minimum number of nutrition education contacts requirement for each participant category within a certification period; and
  - B. Provide for individual participants who would benefit from additional nutrition education contacts.

## Guidelines

The LA is strongly encouraged to single or double issue FIs to:

- A. Families who are new to WIC and have no recent history of WIC participation (local agencies opting to implement the two-step program orientation process are restricted to single issuing FIs to such families new to WIC);
- B. Pregnant women enrolled in the third trimester;
- C. foster children who are not in a stable foster situation;
- D. Infants or children receiving formula for medical conditions;
- E. Participants who receive the homeless package;
- F. Participants who need coupons mailed due to disaster, illness, transportation problems, and
- G. Participants who plan to relocate.

## Exceptions

Any LA policy that is more restrictive than the state approved guidelines for FI issuance.

## Definitions

**Single issuance (monthly) FI distribution** is providing only the current month's FIs to an enrolled WIC participant.

**Double issuance (bimonthly) FI distribution** is providing FIs for the current month and the subsequent month, issued at one time to an enrolled WIC participant.

**Triple issuance (quarterly) FI distribution** is three FI packages, one for the current month and one for each of the subsequent two months issued at one time to an enrolled WIC participant.

## Authority

7 CRF 246.12 (r)(5)  
22 CCRs 40749(b)